

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
Pershing Square 532 South Olive Street Los Angeles CA 90013

Park Advisory Board Meeting

February 13, 2013 8:30 AM the Downstairs Conference Room

Old Business

- Review of workshop notes
- Community input
- Community Guest

Recreation and Staff Report

- Recreation / Louise
- Mobile Youth / Gus

Committee Reports

- Treasures Report
- Maintenance Report / Gus
- Security Report / Russ
- Grant Committee / Amy
- Sponsors / Louise
- Infrastructure / Patti
- Outreach and Marketing / Calvin - Jacob

Old Business

- Ur-Bin people / review of requested budget
- Farmers Market - Café rental

New Business

- Calendar updates
- There is limited new business due to the fact that committees are currently working on individual projects.

Public Comment

Please note:

- Public comment is extended to one person representing each group
- Public comment is limited to three minutes per group representatives.
- Guests are asked to sit in the audience. The conference table is for PAB members only.

- Next Meeting Date – March 13, 2013, 8:30 AM Pershing Square Downstairs Conference
- Meeting Adjournment

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
 Pershing Square 532 South Olive Street Los Angeles CA 90013
 Phone: (213) 847-4879 Fax: (213) 485-0985 Email: pershing_square@rap.lacity.org
Park Advisory Board Meeting Minutes

Meeting Date: February 13, 2013

Time: Meeting called to order by Russ Brown at 8:35 AM
 Location: Pershing Square Conference Room

		<u>Present</u>	<u>Absent</u>
Present:			
<u>Board Members</u>	<u>Organization</u>		
Russell Brown	Exchange	Present	
Pat Benman	Downtown LA Neighborhood Council	Present	
Bill Crupper	Downtown real estate	Absent	
Diane Lauenman	Local 47 Musicians Union	Present	
Marc Loge	Wishline Grand	Absent	
Gwen Eastin	LA Downtown News	Present	
Jarvis Holloway	DOBID	Present	
Amy Yeager	YOG		
Calvin Fleming	Good PR		
<u>RAP Staff</u>	<u>Title</u>		
Louise Capone	Pershing Square Senior Recreation Director	Present	
Gus Sedaris	RAP	Present	

WELCOME

Russ Brown welcomed those attending

OLD BUSINESS

Community Input / None

REPORTS

- **Recreation:**
 - All ticket profits (\$177,767.00) from DOI went into the Downtown On Ice account. A final accounting has not been tallied.
 - Filming / Permit money from October is up 80%
 - The spring web site is under construction with a March release date.
 - Recreation is in pre-production for the Downtown Stage.
 - Movies start in May and go through October.
 - May 18th there will be an Art show.
- **Mobile Youth:**
 - M.Y. has been requested to begin programming at San Julian Park. The budget will include two new staff members, maintenance clean up hours and on site security staff during the program.
 - A spring egg hunt will be held on March 30 including children's entertainment and inflatable's.
 - The spring afternoon program continues 4 days a week.
- **Treasurers Report:**
 - Community Partner's has taken on the PAB as a client. Money still with the old fiscal sponsor will spent from the old account.
- **Maintenance:**
 - A meeting was held between Maint. Supervisors and the Recreation Staff. Gus Annamaria and Louis represented Recreation. Ed Sevilla District Supervisor and Jim Hammonree region Supervisor represented Maintenance.
 - Recreation requested that Maint. provide a list of daily / weekly services and a schedule of steam cleaning.
 - Maint. informed the Recreation Staff that they did not have enough staffing for the upkeep of the park including steam cleaning patios, walls and pet area. They also stated that they could not provide daily

steam cleaning or spot cleaning in case of spills and or other staining. To provide these services Maint. request that Recreation buy their own small pressure/ steam cleaner and hire recreation staff to do daily spot cleaning as well as daily maintenance to the pet area and office maintenance. Recreation is moving forward to hire staff and buy a new steam cleaner. All though not cost effective to the P/S budget at this time this seems to be the only solution.

- Regarding the continuing problem of the Recreation office doorway being used as a toilet it was suggested that a roll down metal curtain be installed in front of the office doorway.
- Recreation requested better on site supervision. Maint. is working with the current P/S on site supervisor with onsite supervision from Maint. Management staff to achieve better accountability and staff delegation.
- Louise asked the Maint. Management Supervisor to assist us with the south end light situation. The lights have been on 24/7 since November. It appears P/S will have to purchase for the Electric Dept. new digital timer clocks to install at P/S.

COMMITTEE REPORTS

Grant Committee:

- In attendance: Louise Bill and Amy

Bill requested time on the

The Dew Grant spending

Photos need to be

Committee is currently

area. It was noted that the sooner we can get even a portion of the play area working the sooner we can

designate it for children and their guardians only. The Goal is to use the south and south west kiosk for

children's area. The North West kiosk would be designated for leisure game board activities for both kids

and adults.

Amy contacted Asst. GM

Bill has invited the man

who wrote the blog article to the Feb. PAB meeting. His goal, two fold is to make the author aware of

work the PAB has done over the past 10 years and to obtain more information on "The Friends of

Pershing Square"

Outreach and Marketing

- Motion: To give \$3000/year for outreach material. Made by: Russ Brown, seconded Dianne Lauerman, passed unanimously.

Sponsor Committee:

- Louise Capone suggested getting volunteers to help sell art so that the artists can be partially reimbursed.
- The idea of selling beer at the concerts also came up. Louise Capone will look into the legalities.

BUSINESS

- Ur-Bin: The PAB still needs to see a budget.

- Farmer's Market/Café: No new information.

BUSINESS

endar: March 22nd is sponsor party

PUBLIC COMMENTS

Meeting Date: March 13, 2013 8:30 AM

Meeting Place: Pershing Square conference room

Meeting Adjourned: at 10:05AM

Park Advisory Board Meeting

March 13, 2013 8:30 AM Pershing Square Downstairs Conference Room

- Introduction of new officers and members
- Community Input / none
- PAB Guest

Recreation and Staff Report

- Recreation / Louise
- Mobile Youth / Gus
- Maintenance Report / Gus

Committee Reports

- Treasures Report / Bill
- Security Report / Russ
- Grant Committee / Amy
- Sponsors / Louise
- Outreach and Marketing / Calvin

Old Business

- Review of workshop notes / please see attached
- Ur-Bin people / committee report
- Farmers Market / committee report

New Business

- By Laws / review
- Review of Meeting dates

Public Comment

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- Public Comment at the end of the meeting is limited to 2 minutes on non-agenda items.

Next Meeting Date – April 10, 2013, 8:30 AM Pershing Square Downstairs Conference
Meeting Adjournment

Park Advisory Board Meeting

March 13, 2013 8:30 AM Pershing Square Downstairs Conference Room

ATTENDEES
Board Members

Organization

Present/Absent

Patti Bergman	Downtown LA Neighborhood Council	Present
Russell Brown	Exchange	Present
Bill Cooper	Downtown real estate	Present
Dawn Eastin	Downtown News	Present
Calvin Fleming	GOODPR	Present
Diane Laureman	Local 47 Musicians Union	Absent
Lauren Mitchell	DCBID	Present
Marc Loge	Wilshire Grand	Present
Amy Yaeger	YCG	Present

RAP Staff

Title

Louise Capone	Pershing Square Senior Recreation Director
Gus Sedano	RAP

GUESTS

Ari Simon, Historic BID

WELCOME

Dawn welcomes everyone.

Minutes approved after one change: Bill Cooper was present in February.

Community Input

Received email about unofficial group meeting about Pershing Square; explained PAB positions currently filled.

- Introduction of new officers and members
- Community input / none
- PAB Guest

Recreation and Staff Report

- Spring programming, yoga, dog training
 - Secured yoga instructor
 - RSVPs on Facebook are coming in
- Recreation / Louise
- Mobile Youth / Gus
 - Continuing to visit 4-5 sites; numbers are good; Egg Hunt on 3/30
- Maintenance Report / Gus
 - Set up a meeting to change schedule of steam cleaning to suit programs; City bou steamer/waiting on delivery; need more maintenance staff but in no hire phase; or lawn cutting before opening grass area
 - Looked into a roll-down gate but it was overpriced
 - No update on the green room

Committee Reports

- Treasures Report / Bill

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- Finalizing numbers to transfer funds to Community Partners, CP drawing up separation agreement, should be finalizing the end of the month

Security Report / Russ

- Louise & Russ met again with security team in February; asked for post orders to be written for defined rules & regulations – was told that it was already posted on the wall. We are still requesting simple policy and procedures with a 3-month warning.
- Security meeting to take place next week
- Continuing to document the requests for post orders. Need to have in writing what has been requested and not resolved to hold the security company accountable.
- Need to look into other security companies with the City of LA. Perhaps we can take post orders from another park. It was suggested that McArthur Park has security.
- At next security meeting Russ will ask for progress based on concerns. The original timeline for changes should have been implemented by end of April.
- Report of car break-in's and Louise asks for security report; asked if they were arrested or if police were called. Security said they were let go.
- Several board members asked if we can have a no confidence vote regarding security company next month.
- Lauren suggested a memo, reminding security team of 30-day progress report.
- Russ suggested walk-thru's and sending any observations (good and bad)

Grant Committee / Amy

- Moving forward with Yahoo grant - \$5K for playground
- Starting to identify grants
- Looking at kiosk areas for playground built out
- Three preferred vendors for playgrounds, getting quotes next week

Patti suggested using her email patti@pattiberman.com

Sponsors / Louise, Dawn, Marc, Lauren

- Marc suggested having Lauren ask Downtown BID as a sponsor for one of the summer concerts
- Summer concerts will be made public at the end of May
- Meetings with sponsors scheduled with Patrice at FIGat7th; meeting with 213; Rising Realty;
- Amy has a contact at WalMart
- Sponsorship opportunities with the café; looking into a beer garden; has approval from the AGM; to sell beer or wine with have to go through a city contracted alcohol vendor. Only on nights of the concerts – only in designated nights.
- Dawn suggested Angel City Brewery; first challenge is to figure out City rules. Anna will have meeting with Noel to figure out possibilities.
- Marc Loge suggested for concerts that may require more security, PAB should be the sponsor

Outreach and Marketing / Calvin

- Facebook events pages are up and getting great response
- PAB Email Newsletter – asking Facebook community to opt-in
- DLINK is sponsoring movie screen, Patti asked if a sponsor video can be played before the movie

Business

Review of workshop notes / please see attached
Ur-Bin people / committee report

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- o Moving along; adding more pockets (pods) to pet area; adding them to insurance; they set budget for new project – will discuss at finance meeting; need to look at labor costs involved for sprinkler piping
- o Russ asked LAPD if unused pods can be re-installed in Pershing Square; Louise talks Shawn Louis to help assist in getting the pods

Farmers Market / committee report

- o His contract is over at end of August; Jon is no longer interested in using cafe; he has meeting with City department regarding new fees

New Business

By Laws / review

- o Bill, Dawn, Diane, Louise, Gus to review bylaws soon

Review of Meeting dates

- o Up for discussion but the

Public Comment

Ari Simon, marketing outreach for Historic BID; sees PS as gateway to their district

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Pershing Square Awards at Biltmore on March 22 from 4-7 pm.

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Meeting Adjournment